

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	326
SUPERVISOR:	County Assessor	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Provide a variety of professional data analysis and programming support for the County Geographic Information System (GIS) with strong technical, exceptional leadership and management skills. Lead a multi-departmental GIS program being responsible for geographic data, projects, and policies for the program. Develop program-wide policies in coordination with the GIS community within Columbia County.

Supervise and participate in the Cartography Section of the Assessor's Office and maintain the cadastral mapping system and associated real property records for the purpose of assessments. Determine Cartographic Section policies and procedures within the framework set by Oregon Revised Statutes and Oregon Department of Revenue. Do other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions. Provide technical assistance and guidance to other County staff.

In alignment with the County's Strategic Plan and combined with the guidance of the County GIS community, analyze, develop, document and implement a strategic GIS plan.

Coordinate maintenance of land information system using the County GIS. May input and update land records, soils, land use, streams, roads, topography, zoning, survey control points, or any relevant data layer using the GIS under the direction of the County Assessor in accordance with the Department of Revenue mapping record guidelines. Create all new land parcels, perform property splits and combinations to existing maps, create all new subdivisions and lots, and assign attributes to each parcel boundary for various database linkages. Work closely with the County Surveyor to ensure increasingly improved spatial registration of data layer sets.

Oversee and coordinate the creation or revision of existing maps and charts as relative to county and intergovernmental projects. Examine and analyze data from deeds of record, ground surveys, civil engineering plans, plot maps, aerial photographs, original maps and/or other data to ensure completeness and accuracy.

Coordinate and manage the County GIS web-based Public Mapping System.

Assist in GIS projects and the development and maintenance of GIS data in multiple departments. Develop and maintain relational links between various databases, if possible.

Provide training and technical assistance to County staff in the operation of standard GIS application systems. Answer inquiries from County staff, the public and outside agencies concerning the County GIS. Promote the usage of GIS as a meaningful management tool.

Perform routine operating system and GIS software administration. Administer GIS data license agreements, intergovernmental agreements and GIS software licenses.

Prepare segregation, consolidations and partitions of property. Review boundary changes and legal descriptions related to property transactions; computing acreage of new parcel, and assign new tax lot number. Maintain records of such.

Process annexations, formations, mergers, consolidations and withdrawals of taxing districts which includes: checking and approving legal description, determining tax parcels, acreage involved and appropriate code, recording changes in mapping records and preparing boundary maps of districts and furnish notifications as required.

Review proposed subdivision, condominium, and planned community plats as required by law which includes: reviewing and checking to determine what property is being developed, checking the description and signatures of parties involved, and checking real property tax status.

Process State, County and City right-of-way documents.

Perform extensive title searches to determine ownership on questioned properties. Review ownership boundary, taxing district, and tax code area issues. Interpret legal descriptions. Research complex ownership problems. Confer with Assessor regarding problem areas and relate program progress to meet designated deadlines.

Assist the public, other County departments, title companies, and government agencies by answering questions and solving problems in matters concerning maps, ownership, district boundaries, code areas and property assessment.

Prepare legal descriptions for properties to be deeded to County through property tax foreclosure with the Surveyor's assistance.

Process Property Classification Memorandums, received from Valuation Section of the Department of Revenue, affecting the assessment jurisdiction of centrally assessed property.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures and ensure compliance of supervised staff.

SUPERVISORY RESPONSIBILITIES: Supervise 1-2 GIS staff employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the County Assessor.

SUPERVISION RECEIVED: Work under the general direction of the County Assessor who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Broad specialized training equivalent to a Bachelor's degree in a related field and five to eight years related work experience with at least two year's work experience preparing maps used for legal purposes. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Requires the knowledge of application and system development methods to complete strategic and project plans, data modeling, system design and a working knowledge of relational databases.

Extensive knowledge of cartographic and GIS principals with focus on local government GIS including taxation/appraisal mapping, public works, surveying, planning and public safety including entry/update, analysis, map production and data administration. A working knowledge of GIS software projects including the ArcGIS software suite.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to manage large scale multi-departmental GIS projects and to work with County Departments to facilitate their needs for GIS or spatial information with an approach centered on the implementation of GIS technologies at an Enterprise level. Ability to analyze a variety of statistics and spatial data to create illustrations, maps, and solutions using a variety of GIS tools and languages; to develop and manage complex GIS application development projects; and to analyze GIS data and programming to integrate GIS spatial features into non-GIS applications or to enhance GIS and spatial data as a resource for non-GIS applications. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.